

# Offton and Willisham Parish Council

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28th November 2023

I hereby give notice that an EGM of Offton & Willisham Parish Council will be held at the Offton and Willisham Village Hall on Monday 4<sup>th</sup> December 2023 commencing at **7.30pm**. The Press and the Public are invited to attend, Councillors are summoned to attend.

The Parish Council, members of the public and the press may record, film, photograph or broadcast this meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and wishes to record, film, and photograph or broadcast the meeting should advise the Parish Clerk.



## **Signed on behalf of the Chair: Cllr T Wells & Cllr C Eves**

**Public questions during a remote meeting:** Questions can be forwarded to the Clerk prior to the meeting via email (as above) or given in person during item 4 - Public Participation. Members of the public may not take part in the Parish Council meeting itself, unless with the permission of the Chairman to do so..

## **AGENDA**

- 1. Meeting administration**
  - a) Vice Chair to open the meeting and welcome everyone and to elect new Chair
  - b) To consider and approve apologies for absence
  - c) To receive Declarations of interest on agenda items
- 2. To Approve the draft minutes of the Parish Council meeting on 4th Sept 2023 and for the Chairman to sign as a true record**
  - a) Matters arising from the minutes:-
- 3. Public Participation Session** (To hear reports from the County Councillor, District Councillor and Comments from the Public)
- 4. Clerk Report, with details of emails and correspondence up to the period 27th November 2023**
- 5. Standing Items agreed from the Parish Plan EGM**
  - i. Road Closures - Cty Cllr Oakes
  - ii. A dedicated Bus Route - Cllr Wells
  - iii. Speeding in the Village - Cllr (and resident request on speeding along Willisham Rd)
  - iv. A Tree for Every Household - Cllr Wells
- 6. Planning Consultations & Governance Consultations**
  - i) MSDC - Polling District, Places & Stations Consultation
  - ii) MSDC - Local Listed Building Consent Order
  - iii) Offton and Willisham Action Plan 2023-24
- 7. To discuss having a Community Wood**
- 8. To review and approve the Safeguarding Policy for volunteers & employees**
- 9. To discuss the purchase of Memorial Wreaths for the Churches**
- 10. To discuss the recent flooding & having an emergency plan**
- 11. To discuss Resident Communication Request: Holly Lane - Height Markers each end to gauge height of water in flood**
- 12. To discuss the donation request by the Citizens Advice Bureau**
- 13. Finance**
  - a) Current Bank Balances as at 31st Oct 2023:-

**Community Account = £4,961.29**

**Premium Account = £13,775.46**

- b) To review and approve 2nd Quarter Accounts - Cllr Cox**
- c) To review the Asset Annual Check as presented by the Clerk**
- d) To review the Training Budget and increase if needed**
- e) To review and approve the 3yr budget**
- f) To note the National Association of Local Council's (NALC) pay rise for councils employees**
- g) To confirm receipts received since Sept 4th Meeting**
  - i) MSDC Precept - £5,500.00**
  - ii) Bank Interest - £92.93**
- h) To note payments made under the financial protocol**
  - i) SALC Payroll - £54.00**
  - ii) Clerk Wages for Oct - £391.63**
  - iii) Clerk Wages for Nov - £391.63**
  - iv) SALC training - £150.00 (Councillor Training)**
- i) To approve and Authorise payments**
  - i) Clerk Office Allowance, Mileage and Expenses - £134.40**
  - ii) Clerk Wages for Dec - £391.63**
  - iii) Donations as specified in the Budget for 2023-24 (The Link, Village Recorder & Wreaths reimbursement)**

**EXCLUDED ITEM 14 - of a sensitive nature and to be heard after the Public are excluded (Public Bodies Admission to meetings Act 1960)**

**14. Confidential Item: To discuss Employee Panel members and Terms of Reference**

**15. Next Meeting scheduled for Monday 15th Jan 2023**